

APRIL 2002

SENIOR COMMUNITY SERVICES SUPERVISOR-Childcare

DEFINITION

To plan, direct, administer, and supervise a major childcare program area for the community and its citizens; to plan, direct, coordinate, and participate in various special projects/community events as assigned; to function as a cooperative and productive member of the Recreation Division's program operations team; and to provide responsible technical staff assistance to the Recreation Superintendent.

LEVEL OF SUPERVISION AND RESPONSIBILITY

Employees in this classification receive direction from a Recreation Superintendent within a framework of policies and objectives. Employees in this classification supervise and evaluate the work of full-time, part-time, casual, and temporary employees and volunteers. Employees in this classification are responsible for the successful development, implementation and administration of the childcare program, a major program in the Recreation Division. This job class requires professional and technical knowledge of childcare and recreation program areas, strong program management/administrative skills, organizational skills, and the ability to interact and communicate with diverse groups and individuals in an effective and positive manner.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plan, direct, organize, and supervise multiple preschool or school-age childcare program sites; and assist in special events as needed.

Plan, prioritize, assign, supervise and review the work of staff involved in specific childcare program implementation; oversee the planning, organizing, and implementing of the childcare program to include preschool or before and after school care, vacation break and summer camp; and/or community service programs.

Develop, implement, and monitor childcare program areas' goals, objectives, policies, and priorities reflective of community's needs and City and Community Services and Facilities Department's overall goals, policies, and ordinances and in compliance with pertinent governing rules, regulations, and guidelines; evaluate operations and activities; recommend improvements and modifications; prepare various reports on program operations and activities.

Design and implement new and modified programs and projects within childcare program area based on analyses and assessment of community's recreational and neighborhood program needs and priorities; developing program objectives, designing plan of action, projecting resource needs and requirements, scheduling times and facilities, and coordinating implementation.

Provide input into the Recreation Division's annual budget by preparing resource, revenue, and expenditure projections for designated program areas; administer and monitor assigned budget monies; track and analyze revenues and expenditures on an ongoing basis, recommend budget adjustments as necessary.

Oversee the design and preparation of a variety of publicity/informational strategies and materials; review special announcements and informational bulletins developed by subordinate staff; disseminate through appropriate channels to targeted community members.

Establish program fees and develop additional funding sources according to City's policies and regulations and per management approval; monitor fee collection and write grants.

Recruit, select, train, supervise, evaluate, and participate in progressive disciplinary process for full-time, part-time, seasonal, and temporary employees, and contract positions;

Analyze current staffing needs and project future requirements; monitor subordinates' performance on a continuous basis and prepare evaluations in a timely manner.

Coordinate community services childcare program activities with other City departments, divisions, outside agencies, and service providers; serve as Recreation Division's staff liaison to various City commissions and community groups as assigned.

Assist management staff in the purchase, design and set up of the program's portable facilities on the elementary school campuses; schedule and/or supervise the scheduling and use of designated community facilities needed for childcare program; and take steps necessary to ensure program and community facilities used for the program are maintained properly and utilized appropriately.

Plan, coordinate, and supervise the collection of data regarding current programs' effectiveness as well as the community's future needs; compile a comprehensive analyses for planning and developmental purposes.

Purchase or oversee the purchase of a variety of supplies, materials, equipment, and capital expenditures for childcare program area; review and approve all requests of expenditures by assigned staff.

Attend meetings, workshops, and conferences as required; make presentations and provide information regarding childcare program area/special projects and the City's recreational services upon request.

Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Standard and accepted principles and practices of childcare program development and administration;

Pertinent Federal, State, and local laws, codes and regulations related to childcare program.

Principles and practices of supervision, training and performance evaluation.

Recent and on-going developments, current literature, and sources of information related to community program planning and administration;

Recreational, cultural, and social and age-specific needs of community residents;

Current principles and practices of basic risk management and safety procedures related to administering community recreational, aquatics, sports, and/or childcare programs and activities;

Basic budget administration and accounting methods and procedures;

Standard and accepted English usage, spelling, grammar, and punctuation.

Ability to:

Learn, interpret, and apply pertinent federal, state, and City laws, ordinances, regulations, and guidelines related to childcare program area;

Learn and apply City's policies, procedures, and organizational priorities related to childcare programs and/or other recreational programs as needed.

Understand and carry out both oral and written directions in an independent and timely manner;

Determine, plan, coordinate, and implement a variety of childcare programs and/or other recreational programs suited to the needs of the community;

Communicate effectively, tactfully, persuasively, and positively in both oral and written forms;

Supervise, evaluate, and motivate the work of professional, para-professional, technical, clerical, and casual employees;

Analyze situations and identify pertinent problem/issue; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action;

Perform mathematical calculations including addition, subtraction, multiplication, and division;

Operate a variety of office machines and equipment such as typewriter, computer terminal and designated software, calculator, fax machine, and copier;

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner for self and others;

Establish and maintain a variety of filing, recordkeeping, and tracking systems;

Prepare written narratives, correspondence, publicity materials, needs analyses and surveys, and reports in a clear and concise format;

Conduct meetings, make presentations, and facilitate communications in a clear, concise, and positive manner;

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others;

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years of progressively responsible experience directing and supervising significant recreational and/or neighborhood programs and activities to include supervising staff and other administrative functions; one (1) year of responsible paid experience in supervision of comparable preschool or before and after school care program.

Training:

Equivalent to a Bachelors Degree from an accredited college or university with major coursework in recreation administration, child development, liberal studies, physical education, public administration, or a closely related field.

Licenses and Certificates:

Possession of, or ability to obtain a valid California drivers license.

TYPICAL WORKING CONDITIONS

Work is typically performed in an office environment. Incumbent may be required to drive on surface streets for short periods of time to perform duties at off-site locations. Incumbent may be exposed to weather conditions while performing some duties outdoors.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk for long periods of time; stand, walk, and bend while monitoring community service programs; crawl, climb, kneel and twist intermittently when setting up various recreation and childcare programs; may occasionally need to lift, carry, and push boxes or equipment weighing up to 25 pounds. Perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter-retrieve data. See and read characters on a computer screen. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.